



**MONTANA STATE EMPLOYERS COUNCIL
EXECUTIVE BOARD MEETING MINUTES**

TUESDAY – OCTOBER 10, 2000
HELENA JOB SERVICE WORKFORCE CENTER

Board Members Present:

Barb Kain, Patty Guiberson, Mark Heinert, Paul Tuss, Fred Unmack, Roy Hagen, Cliff Johnson

Staff/Scribe: Kathy Yankoff

Guests: Wendy Keating, Bob Simoneau, Marjie Reilly

I. CALL TO ORDER

- A. **Introductions:** Introductions were made all around.
- B. **Review Agenda:** Treasurer Mark Heinert indicated he would like to add some new business under the Treasurer's report.
- C. **Approval of Minutes from 03/20/00:** Minutes were approved as submitted.
- D. **Correspondence:** Kathy informed the Board that the request from ICESA that Barb sent to the local Chairs for letters to our Congressional delegation had quite a good response. Initially it appeared there were only three letters, but there were actually about a dozen letters.

II. REPORTS AND UPDATES

A. Treasurers Report (Mark Heinert):

Mark reported on the status of the account since the last report in May at the annual meeting. Revenue totaled \$2411 and included proceeds from the raffle, the silent auction, some mug sales and the final reimbursement from Sidney for the loan. Expenses totaled \$766.33 and were mostly for the annual meeting and the purchase of the new supply of mugs. One note on annual meeting expenses was that the purchase of the raffle tickets was included in the May report. Account balance as of 10/10/00 is \$6622.71.

Barb informed Mark that she had received an additional \$10 in cash that Kathy discovered in a separate folder brought back from mug sales at the annual meeting in Libby. From this she has paid \$5 cash to Kathy to reimburse her for an additional \$5 fee she paid to the Secretary of State's Office because of changing the registered agent's name from Ron Ostrander to Kathy Yankoff. The remaining \$5 cash was turned over to Mark for deposit.

New business: Mark suggested the Board establish an interest bearing account, given the large amount we currently have in our account. This could either be changing over to an interest bearing checking account or taking a portion of the money and investing in a 3 month CD, Money Market or other vehicle. **Patty moved to give Mark the authority to check into options and go ahead and invest a portion of the treasury into the new account. Roy seconded. No further discussion. Motion passed.**

New Business: Mark stated he believes we can also get into an account that does not assess check charges. Discussion: Should the accounts be somewhere other than Helena, i.e. where the Treasurer lives? Since the office of Treasurer can change from year to year, it is probably better to keep things in Helena for constancy. Also, since we write so few checks, it may not be worthwhile to make a change in banks either.

The current bank, First Security Bank, is a local Helena bank and we can get “real person” service when calling about a problem. **Decision was to leave the account at First Security in Helena.**

B. Jobs for Montana's Graduates (Marj Reilly):

Marjie Reilly was present to give an update on JMG as Lorelee is recovering from major surgery. She gave an overview of the Youth ChalleNGe program, how JMG has partnered with the program and how Job Service and JSEC's can be brought into the partnership as well. Marj distributed copies of the draft Purpose Statement with Montana Youth ChalleNGe, JMG, local Job Service Workforce Centers and the State JSEC. Kathy has drafted some revised language on the section relating to the JSECs on page 3 of the draft and she will send that new draft out to the Board for their review and comment. Kathy briefly described the changes she made. Discussion: Is this program under the gun for funding? Bob provided some information on what has happened legislatively and also as part of the Governor's 15% set aside funding. Question: How soon would the Purpose Statement be finalized? Is there a deadline? A: It should probably be ready before the Leadership Conference in D.C. the end of November. Kathy will send out the revised version to the Board for their comment and get feedback to JMG staff asap.

JMG Scholarship Foundation: Montana JMG is anticipating getting a grant from the Washington Foundation – approximately \$20,000. They would like to use a portion of the money to establish a scholarship fund. Some would go for immediate scholarships, but the rest would be invested for future scholarships. Additional funds from grants, etc would eventually be added to that. Since the Montana SEC has already attained a 501 C status, JMG was hoping the Council would consider allowing the Scholarship Fund to be run through the State JSEC. Involvement could be as great or small as we decide. Discussion: Because the Board and Council meet infrequently it may not be practical to count on this body to do the selections. Having us administer the funds would not be much of a problem. For selection, the Board could have representation on the committee that selects. This project should help to strengthen JSEC's image.

National JAG Leadership Conference: This year it is anticipated there will be 3 students, a few job specialists and two JMG staff who will attend. Last year, the Board approved \$600 to assist the students attending.

Fall Leadership Conference: Will be in Lewistown at the Yogo Inn on October 24th this year. Marj invited any interested parties to attend. The conference runs from 8:30 a.m. to 3:30 p.m.

Career Development Conference: May 1st and 2nd at the Butte Copper King Inn. Judges are needed for the competitive events and Board members are encouraged to volunteer as judges or to participate in other ways.

Fred Unmack made a motion to approve \$300 to assist students attending this year's D.C. conference. Patty seconded the motion. Motion carried.

C. Job Service Administrator's Update (Wendy Keating):

Wendy had four items to cover:

- **State & Federal Legislative Issues:** State legislative plans look pretty interesting this year. The **ESA account** that is the supplemental funding at the state level is very healthy at this point. So at this time, we don't anticipate big issues around finances for local office employment services in this session or even in the next biennium. The Department has asked for some **legislation surrounding JMG**. During the last session we received about \$1,000,000 for JMG funding (some one-time-only money) and the intent of the legislature was for the program to expand and then they wanted to take a look at the success in terms of data and statistics that show and prove that JMG is worthwhile and makes a difference. They wanted us to come back this year with some sense of accountability. We have a package this year to ask for permanent funding at the same level. This will be quite a challenge especially since Lorelee is so effective in working with the legislative committees and due to her health it is uncertain at this time how involved she will be able to be this year. Her staff will be picking up some of that slack. We also have **a bill in to expand the Apprenticeship and Training program**

because of the huge increase in demand from employers to hire apprentices and develop contracts. That causes an additional workload to write, service and monitor the contracts. We asked for that out of the General Fund but the Governor's office said they would not support our request because they are trying to reduce the general fund requests. So now we are looking for a sponsor for the bill. It's a very popular and successful program and a good sell, but we don't have any backing through our own budget so we'll have to find some legislative support. Overall, we look pretty good going into the session although there will be a tough challenge with the JMG funding and any ideas the Board has to help with that would be appreciated. We feel the Apprenticeship program will carry itself on its merits. **Federal legislation** is still pending on Employment Service and Unemployment Insurance reform. At this time, that is pretty much stalled in Congress. There is legislation asking to repeal the .02% surtax on the FUTA tax. Part of that bill is to reform FUTA in the collection and distribution of the tax. Now, most states do not get back what they contribute. Montana's situation is pretty much even in giving and getting. The new legislation creates a protection for rural states that would ensure they get back enough to operate – which would actually mean getting back more than we pay in. Other states would see huge increases in their allocations. There is concern about employer support for the legislation. Although there is general support by employers, there is also some national resistance to this legislation from employers, specifically the National Federation of Independent Businesses and the Chamber of Commerce with a concern that the tax will be increased.

- **Development of Business Advocacy Program:** WIA does require more involvement by local employers in the employment and training field but there's no prescriptive way within the law on how to do that. Wendy sees our Business Advocacy program far ahead of other states that are struggling to increase their employer services and involve their employers more. She believes our Advocacy program could serve as a model for the rest of the nation. One of her top priorities for the next year is to continue to develop and promote the program and to nominate it for an international award (through ICESA) which would carry with it about \$25,000 in funding to the winner. One of the great strengths of the program is the fact that it is a grassroots program, originally developed out of local JSEC's. The staff has been great about sharing information best practices between the offices. The program will continue to have a high importance for Montana to do and other states are starting to take an interest in it. We've been able to take the business services concept beyond what any other state thought possible. The reason this is a great niche for us in Montana with the large number of small employers who do not have in-house human resource staff and limited access to these resources otherwise. Three years ago we submitted a nomination for an international award, in which we identified the business customer as our primary customer. The main reason that nomination was passed over was because of the focus on the business customer. Ironically, now when you go to ICESA meetings, it's all about the business customer.
- **Award nomination response:** There is not the level of response to reward and recognition activities in the Department and the Division that we would like to see which is very frustrating. We realize that a big reason is the fact that everyone is so busy and doing something in a formal way is time consuming. While we have some good informal recognition activities going on as part of our workplace culture, getting folks to submit nominations is a problem. Any ideas the Board could come up with to improve the situation and get more participation from line staff and all the way up would be welcomed and greatly appreciated. Feel free to call or e-mail Wendy with any suggestions on how to build participation.
- **Workforce Development Issues:** At the annual ICESA conference attended by Wendy and Bob, a nationally known economist spoke to the #1 problem the U.S. is facing - a shortage of skilled workers. This will get worse before it gets better. Montana has it's own unique challenges with our economic indicators. No expectations for things to get better very fast in Montana. There needs to be a real increase in the level of importance of workforce activities and a recognition by the Administration of the importance. With a new Administration we have an opportunity to raise the level of concern and

importance about workforce issues. There are some efforts by the local workforce boards and we are working on some strategies within the Division to promote the awareness of what is important in Montana. This whole WIA implementation has been a very painful experience because there isn't a real understanding of how important it is to Montana. So we are looking for ways to raise the sensitivity to the issues, not just in the Administration but in local communities. The level of frustration with local businesses is growing and going to get worse. If there were ways that we can raise the awareness and support local efforts through JSECs, we would want to know that. The Division is working on the administrative side after the election and making some proposals to the new Administration about the importance of the issue and maybe some options they may want to look at. WIA implementation in Montana has been very difficult for our local offices as well as DPHHS local offices. It's been a very contentious and controversial evolution with a lot of politics and a lot of turf issues. The transition to really sharing and building partnerships is very difficult. It will get harder in the local communities with the development of Local Memorandums of Agreement over the next nine months between the Local Boards and the local program operators. Wendy is very proud of the leadership that the local Center managers have provided over the last year in convening and helping their communities come together to build on their existing coordination of services. They did so at the request of Wendy and the Bureau Chiefs and they've taken a lot of flak for their efforts. They've done the right thing, but have been accused of politically positioning themselves instead of providing leadership. All the local folks are trying very hard to make it all work and sometimes the state politics and workforce board politics get in their way and make it more difficult. Any support, advice and counsel that the Executive Board and local JSECs can provide at the local level is appreciated.

- **Questions for Wendy:** Paul raised a question about the possibility of training dollars being funneled through economic development entities since worker training is considered important to economic development efforts. Wendy acknowledged that there is recognition by the training community that training is an economic development activity. There has not been a lot of coordination at the state level between economic development and employment and training programs. This is one reason we are looking at formulating – not specific proposals for action – but, some options and philosophical contributions on what sorts of things the new Administration might want to look at for Department of Labor, Department of Commerce, Governor's Office. Up to now, Dept. of Labor and Dept. of Commerce have not worked together that much because they see their roles as very different. Hopefully, economic development will be seen as an issue for training universally. It's been a very separate activity. Our relationship with DPHHS has grown over the past few years because we each see the connection of how our employment and training activities contribute to the whole. This has led to the development of recommendations to the Governor on enhancing opportunities for low-income families to become self-sufficient. There is a long way to go with the issue of how different state agencies are disjointed at the state level in how we can improve on working together on issues and projects. As to job training funds, the state has provided some incumbent worker training money through WIA and there have been some additional requests from Commerce to fund an internet-based entrepreneurial training. Patty asked where Higher Ed is in all of this since it seems Vo-Tech Centers should be right in there. Higher Ed is at the table but is struggling to find the relevance to them. Also, the WIA requirements for reporting and the small percentage of WIA funded students most schools would enroll have is making them hesitant to participate in WIA funded training. Local Boards are working with LMI folks to analyze local training needs and focusing on spending WIA funding on those needs. R&A just finished a statewide employer survey and the results of that will help with this task of local training needs. One strength of WIA is the level of input and influence of local communities in funding decisions. Bob stated that Higher Ed has been involved in discussions, but when money and resource sharing is the topic things seem to get bogged down. Paul asked how things will change with a new Governor. Wendy hopes we will have a source of influence with the new Labor Commissioner. Bob suggested the Board prepare a transition paper for the new Governor that would introduce the concept and purpose of JSEC and put forth some of the concerns and issues of employers and JSEC. Timing for that to go to the new Governor would be early December.

D. WIA Implementation: (Bob Simoneau):

Bob added some information on two specific areas of involvement with WIA implementation.

- Title IB of WIA is the replacement to Job Training Partnership Act (JTPA) and that is going well in local communities. We have negotiated the performance standards with the Feds. The

- biggest concern in the wage rates and that will be tough to meet. The Feds have indicated they will be open to re-negotiation if we demonstrate that they are unrealistic for our area.
- The second area is the collaborations with other partners on the One-Stop efforts. There have been some difficulties at the state level on some of the issues relating to One-Stop. One hot issue at the state and local level is co-location and coming to agreement on just what that means and how that can be accomplished at the local level. Part of the discussion is whether co-location should be self-initiated or mandated. Another aspect of collaboration is the integrated technology project that is still being worked on. We are currently assessing a few different options that will allow the sharing of data elements. There should be some activity on finalizing that project within the next month. Related to this is the need to replace the Division's data system and ensure it will integrate with the new One-Stop system. U-Works from Utah is being seriously looked at as that replacement system. Our marketing venture, which will introduce the JobLinc logo and concept. The campaign will rollout in January, February and March and will include the marketing contractor going out to local communities to assist LMT's in developing local strategies.

Bob commented on Paul's concern about the 1-Stop Recommendations and whether employers had been involved enough in developing those recommendations. Bob explained how the tour was put together and carried out. Although there were not a lot of employers involved in the tour, the Job Service folks involved did make a point to inquire about employer involvement in their interviews with staff at the various tour sites. On the workforce board level, of course, business has to have 51% representation. At the Annual Workforce Leadership Conference in Missoula the first week of October, the Boards decided to postpone action on the recommendations in order to form an Ad-Hoc committee to review and refine the recommendations before final action is taken. This was partly because of some major concerns by local communities about some of the recommendations, particularly the co-location issue. The Board could certainly take some action on the issue of employer involvement such as writing a letter to the local and state boards recommending that further business involvement be considered as they go through these processes – beyond the current requirement of 51% board membership. Paul offered some additional comments about his concern that the employer customer perspective be included given our politically charged environment and upcoming legislative session. Wendy emphasized that this concern is a very important point and needs to be passed on to both the state and local boards.

On a side note, Wendy made mention of the recent promotion on Tom Frisby as manager of the Billings Job Service and also the result of the Best of Billings survey done by the Billings Gazette and that the Billings Job Service office won the Best Employment Service Category with an overwhelming vote.

- **Paul made a motion that the Executive Board send a letter to the Local Workforce Boards and the State Workforce Board to ensure that in the development of the One-Stop efforts and the integration of programs and services that they consider formal input from business representation including JSECs. Mark Heinert seconded the motion. Motion carried.**
- **Paul made a motion to draft a transition paper and send to the new Governor that introduces the JSEC concept (local and state level), identifies some of the issues such as the need for worker training and funds, support of apprenticeship programs and JMG and concerns about the continuation of these programs. Fred seconded the motion.** Discussion: Who all should the letter go to? Original to the Governor with copies to the leadership of the legislature and also the new Commissioner of Labor and the head of Commerce. Kathy will do a draft and send to all the Board for review and comment. A final draft will then be done and go out under Barb's signature. One advantage of this approach is

to establish our identity and credibility as a resource to the new Administration and the new Department folks. No further discussion. **Motion carried.**

E. School-to-Work (Bob Simoneau):

Bob gave a briefing on activities with School-to-Work since the May meeting in Libby. Currently 116 local community grants out. Ten new members have been added to the Advisory Board including Debbie Burns as representative of JSEC. A new version of the Employer Packet was completed in June. A successful Strategic Planning and Orientation Retreat with Advisory Board, Systems Team and Specialists took place at The Center at Salmon Lake where action plans for marketing were developed. Primary concerns for sustainability are marketing and technical assistance. On Technical Assistance, with the departure of Scott Lewis, Commerce STW Specialist to a teaching job, the decision was made to fund grants for part-time technical assistance providers in 8 geographic regions across the state. Instead of a separate STW conference, we will be collaborating with a number of other entities to plan a combined career/life long learning conference. Advisory Board met I September and endorsed the regional TA strategy. Also in September, the Governor's STW Excellence Awards were presented. Question: Cliff wondered how many schools have coordinators and how those coordinators are currently funded. Most use their STW funding to pay for the coordinators, although other districts (such as Great Falls) fund their coordinator with other funds. Kathy stated that one rationale behind the regional TA concept was a greater likelihood for sustainability with the idea that several schools may be willing to contribute a portion of their budget to support such a position. Kathy distributed the new STW Employer Packet and explained some of its features.

F. National/Regional Update (Kathy):

National - Kathy stated that she and Barb will be leaving Saturday, 10/14 to attend the Georgia Employers Conference in Savannah. The Georgia State Coordinator and Chair have invited their counterparts from other states to participate in discussions about the possibility of a new national structure in the absence of the NEC. Kathy noted that in April her counterparts met in Portland and agreed to continue meeting annually as long as possible for networking, training and professional development, but that the hosting of the meeting would rotate around the country among the active states.

Regional - In preparation for attending the Georgia meeting, Kathy contacted the other states in our region (old NEC region) including North and South Dakota, Wyoming, Colorado and Utah. She wanted to be able to report on the status of JSEC in the region. What she discovered was that JSEC has pretty much died out in the Dakotas, Wyoming and Colorado. In Utah, JSECs no longer exist since Job Service no longer exists as a separate entity. It is now part of the Department of Workforce Services. The committees have evolved with the Workforce Investment Act changes. The state has 5 Regional Employer Councils. The regional councils conduct local activities such as seminars/workshops, school projects, etc just as JSECs used to do. The Chairs of each regional council sit on the State Workforce Board, which also serves as the Local Workforce Board since Utah is a single service delivery area. Many of the same folks who were active in JSEC are now active in the regional councils. Montana is unique in the fact that we are the only state in the region that has retained the JSEC name and structure and still has a very high number of local JSEC committees. This seems to be in large part due to the very strong support for continued employer involvement we have had from both the Commissioner and Administrator level compared to the states where JSEC presence has virtually disappeared.

G. Web site feedback (Kathy):

The State JSEC web site is finally a reality. One thing that was not originally incorporated was a counter so Kathy spoke with the Automation Unit about two weeks ago and a counter has been added. One question on the web site was on whether to allow local JSECs to include information on their upcoming events/seminars, etc on the Calendar of Events page. Up to this point, that page has been solely for State Council and Executive Board happenings. All agreed this change would be a good way to show support to local JSECs. Kathy will have the page reconfigured to reflect the change and send out a notice to local Coordinators that this is now an option for them.

H. 2001 Joint meeting in Anaconda (Kathy):

Kathy provided an update on plans to date. Motel rooms have been blocked in a number of local/area motels although we need to clarify the state rate since that is back to \$35 now and may or may not be raised to \$55 next summer. The Early Bird pre-registration will be at the Club Moderne. Since we are not as remotely located this year, it may not be necessary to have a formal pre-registration event. The Elks BPO has been identified as the main meeting facility. The banquet site has yet to be determined. Barb and

Kathy will be attending the Tri-County JSEC meeting on October 26th to provide feedback on many of the planning details to make sure everyone is on the same page at the beginning. The dates of the meeting are June 5th and 6th with a possible ½ day on the 7th depending on agenda needs. Cliff brought up the value of still having the Early Bird function as there are still many folks who have to travel quite a distance and this has been a fun gathering the past two years. Bob stated that no specific training topic has yet been identified. We have tried a few different formats with lots of joint sessions and then having more separate sessions. Cliff stated he liked the format we had at the last meeting. One unfortunate development in Libby was too little time for the State Council business meeting. We might want to consider having a breakout for networking and best practice sharing separate from the business meeting. Patty noted conferences she has attended that arranged networking by having topic signs on different tables and folks may then choose the topic they would like to discuss with others.

III. OLD BUSINESS

A. Annual meeting procedures:

Barb indicated that the Tri-County JSEC has requested guidance and clarification on several areas relating to the annual meeting particularly on financial issues, fundraisers and division of proceeds. A general discussion followed. Kathy asked for feedback on the Financial and Fundraising History she compiled. Comments were positive and that this had been helpful to both local coordinators and committee members in gaining a better understanding of the State Council's finances. Cliff asked if Sidney was paid up now and how they had rebounded so quickly. Kathy noted they have had success with their past few seminars. In one instance, they partnered with the local Chamber. In addition, Kathy had sent them names of no-cost speakers from the Department they could invite.

Clarification of local JSEC questions – The Board has already adopted a policy on the split of proceeds from the fundraisers. To reiterate: the hosting JSEC gets 25% of the profits from the raffle after expenses are paid and the Silent Auction proceeds go 100% to the State Council. In Libby, Kathy gave approval to the local JSEC to conduct a 50/50 with all profits going to their committee. Since this was a new additional fundraiser, Kathy feels the Board should make a formal decision on whether to allow 50/50 sales at future meetings. Question: Was the 50/50 done so the local JSEC could cover banquet and other costs? Answer: The Board provides funds out of raffle proceeds to ensure the local committee doesn't go in the hole for hosting the meeting. The 50/50 was an additional fundraiser for the local committee. There was **general agreement that local JSECs that host the Annual Meeting should have the option of conducting a 50/50 fundraiser if they so choose.**

As to who pays for what - all of those items that are necessary for the meeting to take place such as facility rental, training/speaker costs, supplies, banquet food and facility charges are covered by the Division. Items that are "extras" such as decorations, entertainment, raffle prizes, etc are covered by the raffle proceeds.

B. State Council Financial & Fundraising History: Response to the document has been good.

C. State Awards Program Proposal:

The draft copy of the revised awards program was discussed. Changes to the program include: reducing the nomination narratives to 1 page, adding two new categories (Outstanding JSEC Coordinator and JSEC Spark Plug) and accepting nominations year round. Cliff asked if we were going to ensure that all nominees receive recognition. Kathy explained that the new practice established in Libby was that nominees not selected received a letter of notification and congratulations from the State Chairperson. That was done with the year 2000 nominees. General discussion followed about the draft. All of the proposed changes were accepted and Kathy was instructed to send out the proposal in draft form. She will also ask for feedback on the naming of the new category (Spark Plug) and solicit ideas for other names.

IV. NEW BUSINESS

A. SHRM membership renewal:

Last year, the Board paid for a national SHRM membership for Kathy. The membership will be up for renewal in December. Kathy has appreciated having access to this resource and is hoping the Board will agree to renew it. Since the state does not purchase individual memberships and SHRM only does

individual memberships payment would have to come from a private resource. **Paul made a motion to renew Kathy's SHRM membership for the next year. Patty seconded the motion. Motion carried.**

B. Georgia Employer Committee Conference:

Kathy gave a recap of the agenda for the conference in Savannah. Patty requested a copy of handouts on the 21st Century Etiquette. There will be discussion on future plans for a national organization among State Coordinators and Chairs from the several states attending the Georgia Conference.

Question: Fred asked if local JSEC newsletters could be posted on the State web site. Kathy explained that local Job Service Workforce Centers now have their own homepage and local JSECs could use that as a resource to post their information including newsletters.

Aside: Barb raised the idea to provide a national SHRM membership for a Business Advocate through a competition. Discussion followed. Possibly it could just be a drawing of a name at the annual meeting. Cost of Kathy's initial membership was \$165 but she thought the normal membership fee is more like \$200 or \$250. Patty asked if there was information about the benefits and features of SHRM memberships. Kathy spoke to the member only access features of the website that are helpful with Human Resource issues. Also, there is a professional development course being offered through MSU-Billings starting in January that is at a lower cost for SHRM members. **Fred made a motion to have a random drawing for a national SHRM membership at the annual meeting and that local office names (all sites) would be included. Paul seconded the motion. Motion carried with one dissention.** Patty felt the Board should give more thought to the idea and consider other possible incentives before focusing on just this one.

C. Next meeting date/location/time/agenda items

March is the tentatively scheduled time for the next Board meeting. Since the legislature will be in session it may be difficult to find lodging and a meeting site. The idea was suggested to meet in Great Falls since that will be a more central spot for more Board members. Bob mentioned that the Business Advisors will be having training in Great Falls on April 10, 11 and 12. There may be some value in piggybacking the Board meeting on their training. The format for the training will be 2 full days on the 10th and 11th and a ½ day on the 12th.

In the discussion of agenda items for the next Board meeting the draft proposal for the awards program was revisited. Fred asked why the draft would need to be circulated again. Kathy explained that only the Executive Board had seen the draft so far and there was also the issue of feedback on the name for the new award category. Patty felt that Spark Plug was a fairly commonly accepted term. Roy added he didn't feel that IAPES would have a lot of problems with the name being used for this award. **Patty made a motion to remove draft from the proposal and send it out as presented for this year's awards. Mark seconded the motion.** Discussion: We can use this format for this year and can always make changes for next year based on feedback received. **Motion carried.**

Discussion returned to the date for the next meeting. Cliff will be returning from his winter home the first week in April, so if we timed the meeting for April 12th that would be fine. It would be ideal if we could start in the late morning and finish in the mid-afternoon so folks can get back home by 5:00. Since Kathy will be participating in the Business Advocate training that morning, this may cause a problem for her. Bob suggested seeing if the Board could be incorporated into the Business Advocate training agenda the morning of the 12th for some activity such as an employer panel. Kathy will contact the agenda planners to see if this can be accommodated. **The next Executive Board meeting will be April 12, 2001 in Great Falls.** The specifics of exact time and meeting site are yet to be determined.

Meeting adjourned at 12:30.